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## CATEGORIES OF CIA PERSONNEL

### I. PURPOSE

The Central Intelligence Agency utilizes the services of individuals under a wide variety of circumstances which determine their fundamental relationships with the Agency. The purpose of this paper is to establish the primary categories of personnel which reflect basic differences in the Agency's relationships with its personnel and to define the intent of the Agency toward the personnel of each of these categories. This will serve as the framework for further development of Agency personnel policies and procedures.

### II. POLICY

A. The following categories are established as the framework for further development of policy concerning the Agency's selection, utilization and retention of its personnel:

#### 1. Employees

##### a. Career Employees

The primary asset of the Central Intelligence Agency is its permanent staff of career employees appointed for long-term service in planning, supervising, conducting and supporting Agency activities. The size of this Career Staff will be determined by the long-term needs of the Agency rather than by its more variable temporary requirements. The Agency will make full use of the abilities of the members of its Career Staff and develop them for progressive long-term service. In order to develop and maintain a proficient staff of career employees the Agency will develop programs for:

1. Determining the quantitative and qualitative requirements for career employees by continuous analysis of the work activities necessary to accomplish its mission;
2. Evaluating the effectiveness and capabilities of career employees throughout their service with the Agency;

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3. Assigning career employees to duties and responsibilities which enable them to contribute to a maximum and increase their value to the Agency;
4. Providing working conditions, relationships and benefits which promote day-to-day efficiency and stimulate interest in career service;
5. Recruiting additional members of the Career Staff when they are required to meet long-term Agency needs;
6. Separating those individuals who do not perform as effective members of the Career Staff.

b. Temporary Employees

The Central Intelligence Agency will employ qualified temporary personnel to meet short-range needs which cannot be met through the use of available members of the Career Staff. These temporary personnel will be employed by contracts or by appointments which define specified periods of employment. Temporary employees will be provided working conditions and relationships which promote their day-to-day efficiency. They will receive the rights, privileges and benefits to which they are entitled by the nature of their employment by the Federal government. Agency policies and practices concerning career planning, rotation and other procedures designed to increase the long-term value of Career Staff members are not applicable to temporary employees. Temporary employees will ordinarily be retained for the periods specified in their employment agreements unless they do not contribute effectively or their services become unnecessary.

2. Detailed Personnel

a. Detailed Civilian Personnel

The Central Intelligence Agency will arrange with other Federal establishments for the detail of civilian employees who possess specialized skills and knowledge which are required for Agency activities but are not available within the Career Staff. Primary interest in the careers of these individuals rests with their parent organizations. Detailed civilian personnel will receive the rights and benefits to which they are entitled in their parent organizations. They will be detailed to the Agency for periods specified by agreement with their parent organizations.

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b. Detailed Military Personnel

The Central Intelligence Agency will arrange the detail of active duty military personnel only when it requires individuals with military status or requires military skills which cannot be obtained from available civilian resources. Military personnel will be assigned duties which make maximum use of their capabilities and which are, insofar as possible, at levels commensurate with their military grades. Primary interest in the careers of military personnel rests with their parent services. During their detail to the Agency, military personnel will continue to receive all the rights and benefits to which they are entitled in their parent services. Military personnel will be detailed to the Agency for periods specified by agreement with their parent services.

3. Associates

The Central Intelligence Agency will supplement the activities of its Career Staff by contracting with individuals to perform services as independent contractors. The Agency's relationships with these individuals are established in their contractual agreements and involve a lesser degree of control and supervision than is normally inherent in an employment relationship. These associates do not become employees of the Agency. They will receive only the benefits and compensation which, through negotiation, have been found necessary to obtain their services and which are specified in their contractual agreements. The services of associates will be retained only for the periods specified in their contracts.

B. For purposes of internal administration, each individual who performs services for the Central Intelligence Agency will be designated as a member of one of the above categories of personnel.

1. All employees who are currently appointed to the Agency without time limitation will be designated as Career Employees.

2. All civilian personnel who are currently detailed to the Agency from other Federal establishments will be designated as Detailed Civilian Personnel.

3. All active duty military personnel currently on detail to the Agency will be designated as Detailed Military Personnel.

4. The actual relationships between the Agency and all other current personnel will be examined on an individual basis to determine the appropriate category in each case.

5. Appropriate categories for new personnel will be determined on the basis of the relationship to be established between the Agency and each individual.

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